



The Salvation Army

KWM Division

JOB DESCRIPTION

TITLE: Assistant Cook

LOCATION: Three Trails Camp and Retreat Center

JOB CODE: 2

CLASSIFICATION: Exempt Summer Staff Seasonal

DATE: October 2023

REPORTS TO: Head Cook and Marketing and Guest Relations Director

The Salvation Army Mission:

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

Job Objective: Assist Head Cook in overall operations of the camp food services department.

Essential Functions:

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of the position. Other job related responsibilities and tasks may be assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

- Assist in and prepare meals according to menus developed.
- Remove frozen foods from freezer and prepare them.
- Prepare other foods.
- Set up serving line and see that it is supplied with plates, utensils, and food.
- See that serving line runs smoothly.
- Keep food service areas clean and neat, observing sanitary regulations.
- Run pots, pans, and other cooking utensils through the dishwasher.
- Be a positive influence on campers, leading by example.
- Be aware of and follow all Three Trails Camp policies and procedures.
- Be in attendance at all staff and camp meetings.
- Carry out assignments given for camp registration.
- Other tasks as assigned by the Head Cook or Marketing and Guest Relations Director.

Minimum Qualifications:

Education: High school diploma preferred. College or trade school diploma preferred

Experience: Experience in mass feeding, food ordering and food safety preferred.

Certifications/Licenses: Must have or obtain Independence MO, Health Department Food Service Certificate or certification from an approved city or program.

Skills/Abilities: Ability to work independently, open/close the kitchen and work on a set schedule. Ability to work in extreme temperatures both hot and cold.

Supervisory Responsibility: Assist in overseeing kitchen aides, dishwashers, Candy Shop, volunteers and dining room staff.

Safe from Harm Level: 3

Blood borne Pathogen Level: 3

Physical Requirements:

Speaking, hearing and vision ability, and excellent manual dexterity to be able to perform food prep duties.

Lifting, pulling and pushing of materials up to 25 pounds to be able to perform stocking and food prep.

Requires bending, squatting and walking.

Standing up to 6-8 hours per day.

Travel: Travel to the grocery store for food pickups 1-3 times per week.

Driving: Must possess a valid driver's license from the state of residence. Must be approved and maintain approval through The Salvation Army Fleet Safety Program to drive either a Salvation Army or personal vehicle on Salvation Army business.

Working Conditions: Work is performed in the camp commercial kitchen and does include week days and weekends based on the summer camp and divisional schedule.

All employees recognize that The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.

Your signature below indicates that you have read and understand the job description and agree to perform the duties as assigned.

Employee Signature

Date